

# FORM - B

## INSTRUCTIONS FOR CHANGE OF NAME

Please read the Instructions for Change of Name carefully or have someone explain them to you. You may use the forms attached as your petition, or you may submit your own petition if it is identical to the form provided by the Lieutenant Governor's Office. In either case, all forms must be typed. Forms can be xeroxed.

### SUBMIT THE FOLLOWING FOR A CHANGE OF NAME:

- 1) The **PETITION**, one (1) original only, within 30 days of the notarized signature. Make two (2) copies of the petition after it has been notarized. Retain a copy for your files. (Original will NOT be returned).
- 2) The **NOTICE OF CHANGE OF NAME**, one (1) original only.
- 3) The **ORDER**, one (1) original, plus five (5) copies.
- 4) A **certified copy** of your original birth certificate not older than 90 days prior to submission, original Naturalization Certificate or alien registration card.
- 5) One (1) **FACT SHEET**.
- 6) Copy of a prior name change decree, adoption decree, guardianship documents, marriage certificate, divorce decree, death certificate, **and/or** paternity documents when applicable.
- 7) **Filing fee**. Money order or check made payable to the "Office of the Lieutenant Governor" in the amount of \$100.00. Cash is accepted when you hand carry your documents.

**A PETITION CONTAINING TYPOGRAPHICAL ERRORS, MISSING INFORMATION OR OTHERWISE NOT IN CONFORMANCE WITH THESE INSTRUCTIONS WILL NOT BE ACCEPTED FOR PROCESSING.**

The first thing you must do in order to legally change your name is to type in the information requested in the **PETITION**. Make sure that you fill in all the information requested. Detailed instructions are provided as follows:

- (1) This is the official heading. Type in both Petitioners **full, legal name** which would be the name exactly as it appears on your birth certificate except where wife took her husband's last name as her own upon marriage or where you have had a prior name change. **DO NOT TYPE IN THE NAME YOU ARE USING NOW UNLESS IT IS YOUR LEGAL NAME.**
- (2) Type in the full, legal names just as they appear in the heading in the spaces provided.

- (3) Type in Petitioner's husband name and all other information requested. Type the name on your birth certificate or certificate of naturalization, and other names Petitioner is using or has used.
- (4) Type in Petitioner's wife name and all other information requested. Type the name on your birth certificate or certificate of naturalization, and other names Petitioner is using or has used.
- (5) Type in Petitioner's current State of residence. For those locations where there are no street addresses, P.O. Boxes are allowed but please describe the general location of residence.
- (6) Type in the date and place of marriage.
- (7) Check the appropriate response for Husband and Wife. If either Petitioner has been convicted of a felony, please state the type and date of conviction, and final disposition of the case. Fully explain the charges, the sentence, the terms of parole or probation, the date of final discharge of the sentence, whether there was a delayed acceptance of a guilty plea, if there was a pardon, by whom the pardon was granted.
- (8) Type in the names of each Petitioner exactly as you want it spelled once it is legally changed.
- (9) Type in the names of each Petitioner exactly as they appear in the heading and then as you want them to appear after they are changed.
- (10) Make sure you date the petition here either at the time you have it notarized or before you have it notarized if you date it after it is notarized it will not be processed. Type the city in the second blank.
- (11) Sign the petition in black ink, exactly as it is typed in the heading. **Do not use initials or nicknames in the signature.**
- (12) Type the full, legal name of both Petitioners.
- (13) Sign the petition in black ink in front of the notary. **Do not use initials or nicknames. Sign your full, legal name.** The notary will complete his/her portion.

The **PETITION** for Change of Name must be submitted with the **NOTICE OF CHANGE OF NAME** and **ORDER** properly filled out. The directions for filling out these two documents are provided below.

- 1) **NOTICE OF CHANGE OF NAME.** At the upper left hand corner, type your name and address in the space provided. Type in the full, legal name of Petitioner husband and Petitioner wife. Type in the full, legal name of Petitioners in the next two spaces on the document (note: one space per sentence), the new name on the third space and finally the name of the newspaper which will publish the name change.

Submit one (1) original of NOTICE OF CHANGE OF NAME. Copies are not required. Once your Petition has been approved, the Lieutenant Governor will sign the NOTICE and it will be returned to you. **You take the NOTICE to the newspaper agency for publication.** The NOTICE OF CHANGE OF NAME must be published in the newspaper within **sixty (60) calendar days** after it is signed by the Lieutenant Governor. Failure to publish within the time required automatically voids the petition for change of name.

The newspaper will mail an AFFIDAVIT of publication to our office within two weeks and a copy of the AFFIDAVIT to you for your files. If we do not receive an AFFIDAVIT from the newspaper, we will assume that you did not have the change of name published and your Petition will be voided at the end of sixty (60) days. NOTE: The newspaper provides the affidavit, you do not have to provide that form.

- 2) **ORDER.** Type in petitioners' name, address and phone number in the space below "After Recordation." Type in the full, legal name of each Petitioner in the heading exactly as you did on the Petition. Leave the spaces for the date in the document blank, but type in Petitioners' legal name and Petitioners' new name in the proper spaces. We will fill in the date of publication, effective date and date of the Lieutenant Governor's signature. **Submit one (1) original and five (5) copies of the ORDER to our office along with the PETITION.**

Once our office receives the AFFIDAVIT from the newspaper showing publication of your name change, the Lieutenant Governor will sign the administrative ORDER and it will be sent to you. You must file a copy of the ORDER with the Bureau of Conveyances within sixty (60) days after the signing of the ORDER, (See H.R.S. 574b).

The Office of the Lieutenant Governor cannot give legal advice regarding name changes. We can only answer questions related to the procedures in granting name changes. **IF YOU HAVE LEGAL QUESTIONS, YOU SHOULD CONTACT AN ATTORNEY.**

Mail the documents to:

Office of the Lieutenant Governor  
P.O. Box 3226  
Honolulu, Hawaii 96801

Or deliver documents to:

Office of the Lieutenant Governor  
State Capitol  
415 South Beretania Street, 5th Floor  
Honolulu, Hawaii 96813

For additional information, call 586-0255.

## REMINDER/CHECK OFF LIST

### REMINDERS

- \_\_\_\_\_ The name of the Lieutenant Governor is Mazie K. Hirono.
- \_\_\_\_\_ Petitions with liquid paper corrections must be initialed by the notary.
- \_\_\_\_\_ Xerox at least (2) copies of the notarized copy of the petition (please retain these copies for your files).
- \_\_\_\_\_ Signature in FULL (first, middle & last names). DID YOU SIGN YOUR NAME ON BOTH (2) SIGNATURE LINES BEFORE A NOTARY?

### CHECK OFF LIST

Please be sure that the following items are included when submitting the name change documents to the Lieutenant Governor's Office.

- \_\_\_\_\_ **Birth Certificate** (original, certified, not older than 90 days prior to submission), original Naturalization Certificate, or Alien Registration Card. (Foreign birth certificates must be translated into English.)
- \_\_\_\_\_ **Petition** (original) that has been notarized no longer than 30 days prior to submission. Make two (2) copies of the petition after it has been notarized. Retain a copy for your files.
- \_\_\_\_\_ **Fact Sheet.**
- \_\_\_\_\_ **Orders** (original plus five (5) copies).
- \_\_\_\_\_ **Notice of Change of Name.**
- \_\_\_\_\_ **Filing fee.** Money order or check made payable to the Office of the Lieutenant Governor in the amount of \$100.00. Cash is accepted when you hand carry your documents.
- \_\_\_\_\_ Marriage Certificate, Divorce Decree, Death Certificate, Paternity Documents, Adoption Decree, Guardianship documents, prior name change decree, if applicable (xeroxed copies acceptable).
- \_\_\_\_\_ Consent form, if applicable.

### NOTE

In order to prevent these documents from being sent back to you for corrections, please proof-read and check the documents for accuracy before you send it to our office. (7/97)

## FACT SHEET

Each Petitioner shall answer the following questions fully and completely and submit this FACT SHEET with your Petition for Change of Name.

1. What is the name on your Birth Certificate? What is the File No? Dated

\_\_\_\_\_

2. What is the name on your Certificate of Naturalization? What is the No? Dated

\_\_\_\_\_

3. What name appears on your social security card?

4. What name do you use in your employment?

5. List all of your marriages, divorces, dates and places thereof:

| <u>Married to</u> | <u>Date of Marriage</u> | <u>Place of Marriage</u> |
|-------------------|-------------------------|--------------------------|
|-------------------|-------------------------|--------------------------|

| <u>Divorced From</u> | <u>Date of Divorce</u> | <u>Place of Divorce</u> |
|----------------------|------------------------|-------------------------|
|----------------------|------------------------|-------------------------|

6. List the names, date and place of birth of all your living children:

| <u>Name</u> | <u>Date of Birth</u> | <u>Place of Birth</u> |
|-------------|----------------------|-----------------------|
|-------------|----------------------|-----------------------|

7. What is the reason for legalizing this name change?

\_\_\_\_\_  
\_\_\_\_\_

8. I was born/ or married in the State of Hawaii, and wish to have the name on my birth certificate/ or marriage certificate amended in the following way:

(B) \_\_\_\_\_  
First Name Middle Name Last Name

(M) \*\*\*\*\*  
First name cannot be amended Middle Name Last Name

| LAND COURT                            | REGULAR SYSTEM |
|---------------------------------------|----------------|
| AFTER RECORDATION, RETURN BY MAIL ( ) | PICKUP ( ):    |

## STATE OF HAWAII

ORDER

ORDER

The Notice of Change of Names of \_\_\_\_\_  
and \_\_\_\_\_ having been published on  
\_\_\_\_\_ in a newspaper of general circulation in the State of Hawaii, I, Mazie K. Hirono,  
Lieutenant Governor of the State of Hawaii, by virtue of the authority vested in me by law and thereunto  
enabling, do hereby order that the name of \_\_\_\_\_  
and \_\_\_\_\_ be changed to  
\_\_\_\_\_ and \_\_\_\_\_  
effective \_\_\_\_\_.

Dated: Honolulu, Hawaii: \_\_\_\_\_

\_\_\_\_\_  
MAZIE K. HIRONO  
Lieutenant Governor of the State of Hawaii





NOW, THEREFORE, by virtue of the authority vested in me by law and thereunto enabling, I, Mazie K. Hirono, Lieutenant Governor of the State of Hawaii, do hereby give public notice that the name of \_\_\_\_\_ and \_\_\_\_\_ shall be changed to \_\_\_\_\_ and \_\_\_\_\_ upon a single publication in the \_\_\_\_\_, a newspaper of general circulation in the State of Hawaii,  
(name of newspaper)  
published at \_\_\_\_\_, Hawaii.

DATED: Honolulu, Hawaii \_\_\_\_\_

\_\_\_\_\_  
MAZIE K. HIRONO  
Lieutenant Governor of the State of Hawaii

IN THE OFFICE OF THE LIEUTENANT GOVERNOR  
OF THE STATE OF HAWAII

In the Matter of the Petition )  
 )  
 of )  
 )  
(1) \_\_\_\_\_ )  
 (Husband) )  
 )  
 and )  
 )  
 \_\_\_\_\_ )  
 (Wife) )  
 )  
 For Change of Names )  
 \_\_\_\_\_ )

PETITION

TO THE HONORABLE MAZIE K. HIRONO, LIEUTENANT GOVERNOR OF THE  
STATE OF HAWAII:

(2) COMES NOW \_\_\_\_\_ and  
\_\_\_\_\_, your Petitioners herein, and respectfully  
pray that an order be entered herein changing their names and in support thereof represents as  
follows:

I.

(3) That your Petitioner is \_\_\_\_\_;

date of birth is \_\_\_\_\_;

place of birth is \_\_\_\_\_;

father's name is \_\_\_\_\_;

(Name as shown on birth certificate)

mother's maiden name is \_\_\_\_\_;

(First)

(Middle)

(Surname)

That the name on your Petitioner's birth certificate or certificate of naturalization is

\_\_\_\_\_.  
(First) (Middle) (Surname)

That other names Petitioner is using or has used are as follows:

\_\_\_\_\_

II.

(4) That your Petitioner is \_\_\_\_\_;

date of birth is \_\_\_\_\_;

place of birth is \_\_\_\_\_;

father's name is \_\_\_\_\_;

(Name as shown on birth certificate)

mother's maiden name is \_\_\_\_\_;

(First)

(Middle)

(Surname)

That the name on your Petitioner's birth certificate or certificate of naturalization is

\_\_\_\_\_.

(First)

(Middle)

(Surname)

That other names Petitioner is using or has used are as follows:

\_\_\_\_\_

III.

(5) That your Petitioners are residents of the State of \_\_\_\_\_

and Petitioners' present address is \_\_\_\_\_

\_\_\_\_\_.

(Residence address)

IV.

(6) That your Petitioners were legally married to each other on \_\_\_\_\_

at \_\_\_\_\_.

V.

(7) That your Petitioner Husband:

\_\_\_\_\_ has not been convicted of a felony.

\_\_\_\_\_ has been convicted of a felony.

Felony

Date of Conviction

Disposition

**If Petitioner has been convicted of a felony, respond to the following questions:**

1. Fully explain the charges.
2. Fully explain the sentence.
3. Fully explain the terms of parole or probation.
4. Fully explain the date of final discharge of the sentence.
5. Fully explain whether there was a delayed acceptance of a guilty plea.
6. Fully explain if there was a pardon, by whom the pardon was granted.

That your Petitioner Wife:

\_\_\_\_\_ has not been convicted of a felony.

\_\_\_\_\_ has been convicted of a felony.

Felony

Date of Conviction

Disposition

**If Petitioner has been convicted of a felony, respond to the following questions:**

1. Fully explain the charges.
2. Fully explain the sentence.

3. Fully explain the terms of parole or probation.
4. Fully explain the date of final discharge of the sentence.
5. Fully explain whether there was a delayed acceptance of a guilty plea.
6. Fully explain if there was a pardon, by whom the pardon was granted.

VI.

That this Petition is not filed for the purpose of avoiding payment of debts to creditors; your Petitioners have been and are good law-abiding citizens and your Petitioners state that this Petition for Change of Name is not for wrong or fraudulent purposes.

VII.

That your Petitioners are now requesting that they be permitted to change their names to

(8) \_\_\_\_\_ and \_\_\_\_\_.

WHEREFORE, your Petitioners pray that an order be entered herein changing their names

(9) from \_\_\_\_\_ and \_\_\_\_\_ to  
\_\_\_\_\_ and \_\_\_\_\_.

(10) DATED: \_\_\_\_\_, Hawaii  
(City)

(11) \_\_\_\_\_  
Petitioner (Sign name in full)

\_\_\_\_\_  
Petitioner (Sign name in full)

STATE OF HAWAII )  
 )  
COUNTY OF \_\_\_\_\_ ) SS.  
(Honolulu, Hawaii, Maui, Kauai)

(12) \_\_\_\_\_ and  
\_\_\_\_\_

being first duly sworn on oath deposes and says:

That Petitioners are the person named herein, that Petitioners have read the foregoing Petition,  
knows the contents thereof, and that the same is true to the best of the Petitioners knowledge.

(13) \_\_\_\_\_  
Petitioner (Sign name in full)

\_\_\_\_\_  
Petitioner (Sign name in full)

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_

\_\_\_\_\_  
Notary Public, State of Hawaii

My Commission expires: \_\_\_\_\_

SURVEY SHEET ON VOTER REGISTRATION

FOR AMERICAN CITIZENS ONLY

(CHECK ONLY ONE OF THESE)

\_\_\_\_\_ I am not a registered voter and I am NOT interested in registering under my new name at this time.  
STOP. DO NOT FILL OUT OR SIGN THIS FORM.

\_\_\_\_\_ I am NOT a registered voter, but would like to register to vote under my new name.

\_\_\_\_\_ I am a registered voter and would like my name changed on the voter registration list. PLEASE  
COMPLETE THIS FORM, SIGN IT AND RETURN WITH YOUR NAME CHANGE FORMS.

\_\_\_\_\_ I am a registered voter and would like my name and address changed on the voter registration list.  
PLEASE COMPLETE THIS FORM, SIGN IT AND RETURN WITH YOUR NAME CHANGE  
FORM.

When you have your name changed legally, you need to change your voter registration as well. Please fill out the information below and return this form with your name change Petition. When your name change order is signed by the Lieutenant Governor, your voter registration will automatically be updated to reflect your new name.

1. I am a registered to vote on \_\_\_\_\_  
(Island)

2. My name is being changed from \_\_\_\_\_  
to \_\_\_\_\_

3. My residence address is \_\_\_\_\_  
\_\_\_\_\_

4. My telephone number is (H) \_\_\_\_\_ (B) \_\_\_\_\_

5. My mailing address is \_\_\_\_\_  
\_\_\_\_\_

6. My social security number is \_\_\_\_\_

7. My date of birth is \_\_\_\_\_

Signed \_\_\_\_\_  
(New name)

Name Change Effective on: \_\_\_\_\_

Name Change granted by the Lieutenant Governor on: \_\_\_\_\_ (7/97)